



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** August 24, 2016  
**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

***Present:*** Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, Renee Greenland, and John Earl

***Absent:*** David Moore

***Unexcused Absence:*** None

**Staff Present:** Craig Gaetzke and Lisa Williams

**Guests Present:** None

### Opening

1. John Earl called the meeting to order. Roll call was taken with 14 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by Muriel Harper to adopt the August 24, 2016 meeting agenda. Seconded by Renee Greenland. Passed unanimously. **MOTION CARRIED.**

Motion was made by Dave Repinski to adopt the following changes to the August 24, 2016 meeting minutes - #7 (page 7) which will now read, "Chris Utley's Weatherization Report reflected the contract ending..." and #7 (page 8) mid-paragraph which will now read, "Sauk County Rapid Re-Housing assisted 13 families year-to-date...". Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.** Motion was made by Donna Maly to adopt the August 24, 2016 meeting minutes with approved changes. Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

2. **President's Comments**

John expressed wishes to Fred for a speedy recovery. He discussed our remarkable WIPFLI audit with the agency spending the least amount on management costs compared to other Community Action Agencies and all the great work being done by the board and all members

of the agency. We are responsible for a \$7 million dollar budget with Fred as the guiding force. He mentioned that the agency does a lot of very important things for a lot of people that need help. John encouraged board members to attend both the EPF&A and PBP committee meetings.

3. Executive Director's Report

No report

4. Budget & Finance Report

No report

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of July 8, 2016. Charlie Krupa called the meeting to order. Roll call was taken with six members present. Prior to beginning the meeting agenda, the committee toured the Wisconsin Dells Food Pantry. Motion passed by unanimous vote approving the agenda and minutes of the May 13, 2016 PBP Committee meeting minutes. Ed Czerkas presented the Buildings Maintenance & Repairs Progress Report. The HOME grant for the Mauston project, "The John Wenum Family Apartments", was submitted on June 6<sup>th</sup> with recognition of receipt from the Division of Housing. The Village of Necedah is interested in donating property for another senior project. A final report for the 2015-2016 Weatherization contract, which ended on June 30<sup>th</sup>, will be presented at the next PBP Committee meeting. The committee will tour the Weatherization warehouse and review the vehicle inventory at the next meeting. The committee briefly discussed the Bank of Mauston donation of property in Mauston. Renee provided an up-to-date on Homeless Issues and expressed gratitude to CWCAC for providing her opportunities. Ed commented on the Emergency Furnace Repair & Replacement Program. The meeting was adjourned. The next meeting will be held on Friday, September 9, 2016.

Motion was made by Donna Maly to accept the PBP Committee Report of July 8, 2016. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of July 8, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the June 10, 2016 EPF&A Committee meeting. The President appointed Donna Maly to be the at-large member of the EPF&A Committee with a motion made by Dave Singer and seconded by Charlie Krupa which was unanimously approved. Kari Labansky presented the Financial Report including our Cost

Allocation Plan, Notes Payable year ending 12/31/15, and Cash Accounts ending 5/31/16 reflecting a cash balance of \$738,654.28. Motion to approve by Muriel Harper, seconded by Donna Maly, and passed by unanimous vote. Kenwood Properties, Inc. was discussed; their next meeting will be held on July 19<sup>th</sup>. Fred reported he will be attending the WISCAP Summer Retreat meeting in Wausau on August 3<sup>rd</sup> and 4<sup>th</sup>. CWCAC, Inc. will celebrate our 50<sup>th</sup> Anniversary at the August 24<sup>th</sup> Board Meeting with a potluck lunch to include staff and guests. The Bank of Mauston is considering donating two lots to CWCAC, Inc. located on Herriot Drive in Mauston. A Resolution of Property Transfer has been drafted which specifies gratitude and use of the lots which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. has been developing Affordable Rental Units over the past several years; and **WHEREAS:** The Bank of Mauston has expressed a desire to transfer by donation to Central Wisconsin Community Action Council, Inc. two (2) separate lots located in the City of Mauston, and **WHEREAS:** The lots are located on Herriot Drive, designated as Lots #11 and #13; and **WHEREAS:** Each lot is zoned as Commercial, G-2, which allows development of apartments with the minimum of 5 units and maximum of 16 units, and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would gratefully appreciate the transfer of the properties from the Bank of Mauston, *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. consistent with its mission will construct on each lot decent and affordable apartments conforming to all local, state, and federal rules and regulations; and further **Resolve**, that based on recognized and expressed need each lot will contain at least 5 units but no more than 16 units." Dave Singer moved that the Resolution be endorsed with a second from Donna Maly, then was unanimously approved and the President signed the Resolution which will be immediately sent to the Bank of Mauston. By-Law 1.04 was reviewed. The following change was discussed and will be pursued at the next EPF&A meeting: "The financial status of the Corporation shall be reviewed monthly by the ~~Board of Directors~~ and/or the Executive, Personnel, Finance, & Audit (EPF&A) Committee." The meeting was adjourned. The next meeting will be held on Friday, August 12, 2016.

John Earl asked board members to review the EPF&A Committee report of August 12, 2016. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the July 8, 2016 EPF&A Committee meeting. Motion was made by Muriel Harper to go into Closed Session. Seconded by Dave Singer. Passed by unanimous roll call vote. The committee resumed in Open Session by unanimous show of hands. Kari Labansky presented the Financial Report including our Statement of Revenues and Expenditures. Motion was approved by unanimous vote approving the Finance Report as presented with thanks to Kari for her hard work. Motion approved by unanimous vote recommending full board approval of change to By-Law 1.04 to now read, "The financial status of the Corporation shall be reviewed monthly by the Executive, Personnel,

Finance, & Audit (EPF&A) Committee.” Fred reported on the WISCAP Quarterly Meeting held on August 3<sup>rd</sup> and 4<sup>th</sup> in Wausau. A small ribbon-cutting will be held on October 14<sup>th</sup> in Mauston after the EPF&A Committee meeting to thank the Bank of Mauston for their generous donation of two city lots to our agency. The new Kenwood Properties, Inc. Board of Directors met on July 27<sup>th</sup>; elections were held and issues were discussed. The EPF&A Committee will eventually serve on the Kenwood Board. We are waiting to hear results from the State of Wisconsin, Division of Housing regarding The John Wenum Family Apartments grant request. Committee members reviewed the 50<sup>th</sup> Anniversary Celebration program agenda. The meeting was adjourned. The next meeting will be held on September 9, 2016.

Motion was made by Dave Repinski to accept the EPF&A Committee Reports of July 8, 2016 and August 12, 2016. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

6. **Program Reports**
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

The Weatherization Program Report submitted by Chris Uitley reflected that our 2014-2016 contract was completed on June 30<sup>th</sup> and our new contract has an increase of \$122,000. He is submitting a revised contract plan to the State for proposal of a pilot program to include stick built single family homes that heat with natural gas and electric water heaters. They plan to do limited weatherization while targeting the electric water heaters for conversion to natural gas. We scored 100% on every job inspected for the last round of Quality Insurance Inspections. We are rebidding our contract for emergency furnace work in Adams, Columbia, Juneau and Sauk counties. Staff will attend a Technical Fair training event in September. We started work on a contract with the Western Dairyland Weatherization Program with our staff electrician providing valuable electrical services; we may be offering these services to the Southwest Community Action Agency. Lisa Williams presented the Hunger Reduction Program Report reflecting 3,696 households served in May of 2016 and 3,987 in June of 2016; this includes the 16 TEFAP Outlets served with USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 622 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$342. We also have 53 veterans vouchers leased up through our VASH voucher program. Craig Gaetzke reported on the Homeless Unit. We have currently served 119 households reflecting 309 individuals; total cost of services was \$145,047 and 236 rental assistance payments. Project Chance has assisted 23 households and 60 individuals year-to-date. The

New Beginnings Women's/Families Shelter assisted 3 clients in July for 51 shelter nights and Men's Shelter assisted 4 clients for 69 shelter nights. Sauk County Rapid Re-Housing assisted 8 families in July; \$22,575 has been spent on rent and security deposits year-to-date. The Sauk County Transitional Housing assisted 2 clients year-to-date with a total of \$5,710 spent on rent and security deposits. Craig is assisting with distribution of Crisis Assistance funding received from the National Exchange Bank; to date the program has assisted with rent, transportation, utility, and homeowners insurance spending a total of \$14,365.

Motion was made by John Wenum to accept the Weatherization Homeless, and Hunger Reduction reports of August 24, 2016. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

7. **Old Business**

None

8. **New Business**

Motion was made by Muriel Harper to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance & Audit Committee recommendation of appointing Donna Maly, Elected Official representing Dodge County, as 5<sup>th</sup> member of the EPF&A Committee for the 2016-2017 term. Seconded by Renee Greenland. Passed with 13 votes for and one abstain vote. **MOTION CARRIED.**

Motion was made by Donna Maly to approve the Property Transfer Resolution which reads, "WHEREAS: Central Wisconsin Community Action Council, Inc. has been developing Affordable Rental Units over the past several years; and WHEREAS: The Bank of Mauston has expressed a desire to transfer by donation to Central Wisconsin Community Action Council, Inc. two (2) separate lots located in the City of Mauston; and WHEREAS: The lots are located of Herriot Drive, designated as Lots #11 and #13; and WHEREAS: Each lot is zoned as Commercial, G-2, which allows development of apartments with the minimum of 5 units and maximum of 16 units; and WHEREAS: Central Wisconsin Community Action Council, Inc. would gratefully appreciate the transfer of the properties from the Bank of Mauston, *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. consistent with its Mission will construct on each lot Decent and Affordable Apartments conforming to all Local, State and Federal Rules and Regulations; and further *Resolve*, that based on recognized and expressed need each lot will contain at least 5 units but no more than 16 units. Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

Motion was made by John Wenum to approve the Proposed By-Law Amendment as recommended by the EPF&A Committee which

currently reads, "The financial status of the Corporation shall be reviewed monthly by the Board of Directors."; and will now read "The financial status of the Corporation shall be reviewed monthly by the Executive, Personnel, Finance and Audit (EPF&A) Committee." Passed unanimously. **MOTION CARRIED.**

John invited everyone to join us after the meeting for the 50<sup>th</sup> Anniversary Celebration of Central Wisconsin Community Action Council, Inc.

9. **Next Meeting**

Wednesday, October 26, 2016 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:

  
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Fred Hebert, Executive Director

August 26, 2016  
\_\_\_\_\_  
Date